

Style Guide for OCP Papers

Submit your paper electronically to the OPS Professional Standards Committee at Certifications@OPSECSOCIETY.ORG using MS Word or some compatible word processing program.

Use Times New Roman, 12 point, as your font and single space following your title and name. Number pages on the bottom, center. The page set-up is 8 ½ by 11 with one inch margins all around. You should space between paragraphs, you need not indent.

Begin your papers by setting forth a **title**, in bold and centered on the page. On the next line center your name, in bold, followed by your email address or some other contact procedure.

It is suggested that you organize your paper in three parts –in the first part outline the thesis of you paper, in the second present your thesis, and in the third summarize or offer conclusions that logically follow from the foregoing. We are looking for a paper that is easy to read, comprehend and contributes to the body of OPSEC knowledge.

If substantive footnotes (also known as *content notes*) are necessary they should be placed at the foot of the page where relevant. Do not use end-notes as it makes the paper more difficult to read. Use the word processors numbering system for footnotes.

List your references/bibliography at the end of your paper. Number them in sequence as they appear in your text (i.e., 1,2,3, etc). Refer to the examples at the end of this paper for style.

Citations in the body of your paper will refer to the references/bibliography section at the end of the paper. Immediately following a quote or other statement that requires a cite (such as where an idea comes from) insert a parenthesis with the reference/bibliography number followed by a slant and the page number. For example (8/p22) means reference/bibliography number eight and page 22. Another example, (8/pp22-23) means reference/bibliography 8 and pages 22 through 23. For a Web site just give the reference/bibliography number.

Use italics for long quotes (three lines or more) indented. For shorter quotes use quotation marks.

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Sample Reference/Bibliography List

Single Author Book

Gardner, John W. 1990. *On leadership*. New York: The Free Press.

Multiple Author Book

Goleman, Daniel, Richard Boyatzis, and Annie McKee. 2002. *Primal leadership: Realizing the power of emotional intelligence*. Boston: Harvard Business School Press.

Edited Book

Salamon, Lester M., ed. 2002. *The state of nonprofit America*. Washington, D.C.: The Brookings Institution Press.

Chapter in an Edited Book

Gray, Bradford H. and Mark Schlesinger. 2002. Health. In *The state of nonprofit America*, ed. Lester M. Salamon, 65-106. Washington, D.C.: The Brookings Institution Press.

Chapter in an Edited Book with an edition number

Booth, Bradley Q. and Mary Scheles. 2004. The last mohican of our times. In *The way of the west*, 3rd ed., ed. Larry Y. Wayne, 68-105. Washington, D.C.: The Brookings Institution Press.

Chapter in an Edited Book with an edition number and multiple editors

Hall, Peter D. 2006. A historical overview of philanthropy, voluntary associations, and nonprofit organizations in the United States, 1600-2000. In *The Non-Profit Sector: A Research Handbook*. 2nd ed., eds. Walter W. Powell and Richard Steinberg. 32-65, New Haven, CT: Yale University Press.

Single Author Journal Article

Ghere, Richard K. 2006. Watching the borders of administrative evil. *The American Review of Public Administration* 36 (December): 419-436.

Multiple Author Journal Article

Brandsen, Taco, Marcel Boogers, and Pieter Tops. 2006. Soft governance, hard consequences: The ambiguous status of unofficial guidelines. *Public Administration Review* 66 (July-August): 546-553.

Conference Proceedings

Schortgen, Alicia C. Considerations of charitable giving using COPPS: The face of the American donor. Paper presented at the Thirty-Fifth Annual Conference of the Association of Research on Nonprofit Organizations and Voluntary Action, Chicago, Illinois, 16-18 November 2006.

Government Report

U.S. Department of Housing and Urban Development. 1995. *Status and Prospects of the Nonprofit Housing Sector*. Washington, D.C.

Court Case

The Trustees of Dartmouth College v. Woodward. 17 U.S. 518; 4 L. Ed. 629 (1819).

URL WEBPAGE: Southeast SATS Lab. 2007. Embry-Riddle Aeronautical University. <http://sats.erau.edu/> (accessed November 5, 2007).